

## **ITAS End of Pay Period Schedule**

Below is the schedule for end of pay period processes for ITAS.

### **Last Friday of Pay Period**

1. By noon all leave request are input and all Overtime, Comp Time and Credit Hours earned and/or used information is provided to timekeeper by employees for input into ITAS.
2. By 3:00 p.m. Approving Officials approve all pending leave requests for current pay period and approve timecards.
3. By 3:15 p.m. ITAS Coordinators run report for "Unapproved Timecards".
4. By 3:30 p.m. ITAS Coordinator e-mails all Approving Officials who have unapproved timecards.
5. By 4:30 p.m. ITASINIT is run to create file for transmission to central system.

### **Last Saturday of Pay Period**

Pay Period Close process is run on Production, Training and all Parallel Databases (timecards for current pay period are locked and cannot be modified).

### **First Sunday of Pay Period**

Timecards for pay period are created (this is part of the end of pay period process and is done automatically). Timecards for previous pay period are unlocked. Changes can be made to timecards but is handled retroactivity.

### **First Monday of Pay Period**

1. By 9:00 a.m. ITAS Coordinators run report for "Unapproved Timecards"
2. Approving Officials notified via phone call to approve timecards by ITAS Coordinator.
3. 12 noon ITAS Coordinator runs final report for "Unapproved Timecards"
4. Approving Officials and Directors notified via phone call to approve timecards by ITAS Coordinator.
5. By 2:00 p.m. ITASINIT run to create file for transmission to central system.